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2020-2021 Dodgeville School District Elementary School Handbook

Numbers to Know:

Dodgeville Elementary School

935-3307 Option 2

Dodgeville Middle School

935-3307 Option 3

Dodgeville High School

935-3307 Option 4

Dodgeville School District Office

935-3307 Option 5

Leave a Message for School Board

935-3307 Option 7

Lamers Bus Lines

608-319-2284 ext. 2

School Board Members:

Mike Humke, President

David Blume, Vice-President

Tom McGraw, Treasurer

Carrie Schroeder, Clerk

Mike Knoedler, Member

Randell Thompson, Member

Jessica Wiczorek, Member

You can contact board members by email at:

schoolboard@draschools.org

2020-2021 Elementary Dates to Note

September 1st-1st Day of School (1-4)

September 2nd-1st Day of Classes (K)

September 3rd-1st Day of Classes (ELP)

TBD - Parent Teacher Conferences

October 23rd-No School

November 26th-27th-Thanksgiving Recess

December 24th-31st-Winter Recess

January 1st -New Year's Day, No School

January 4th-School Resumes

January 22nd-Prof. Development Day (no school)

TBD- Parent Teacher Conferences

March 29th-April 5th-Spring Recess

May 25th-Memorial Day

June 4th-DES Spirit Day; Last Day of ELP (Tentative)

June 7th- Last Day of School K-5 (Tentative)

School Hours:

Dodgeville Elementary School

7:15-7:50 Breakfast Program available

7:30 Student Arrivals to Playground

7:45 Students to Classrooms for Arrival Activities

7:55 Class Begins/Tardy Bell

2:03 Bus Rider Dismissal (Wednesdays)

2:05 Walker/Rider Dismissal (Wednesdays)

3:18 Bus Rider Dismissal (M, T, TH, F)

3:20 Walker/Rider Dismissal (M, T, TH, F)



This document will acquaint you with the policies and guidelines governing the Dodgeville School District Elementary School. Since you will be held responsible for this information, it is important to read this entire document carefully and know its contents. Failure to read this information will not be accepted as a valid excuse for non-compliance.

PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

NOTICE

It is the policy of the Dodgeville School District that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap as required by s. 118.13 Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Educational Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Dodgeville School District.

Any questions concerning this policy should be directed to:

Mr. Paul Weber

Superintendent of Schools

307 North Iowa Street

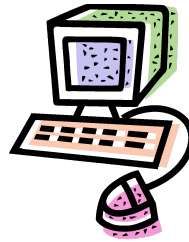
Dodgeville, WI 53533

(608) 935-3307

Adopted: 12/18/89

Dodgeville School District Strategic Plan

Please see Strategic Plan in the back of the handbook on pages 11-14.



ELECTRONIC INFORMATION & COMMUNICATION SYSTEMS USE POLICY

EPS Code: EHAB

See School Board Policy:

<http://go.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AVHW5476F6AB>



Assigned Homework

Assigned homework is given as an enrichment or extension of concepts introduced in the classroom. It may also involve practice concepts. A part of learning is accomplished through a child's independent study. Teachers may assign independent activities to be completed during class time or as homework. It is vital for a child's learning that he/she learn how to complete assignments on time. Classroom work not completed during the school day is also sent home as homework. Periodically projects may be assigned to be completed at home with parental supervision.

Parental supervision might include:

- Set aside a specific time for homework to be completed.
- Select an appropriate quiet place in the home for work to be done.

- Spot check 3 to 5 problems for accuracy.
- Develop a system for returning completed homework:
- Put in a backpack immediately
- Have a specific spot for homework to be placed. That place should be checked before leaving for school.
- Grades 2-5 will use assignment notebooks.



ATTENDANCE

PLEASE NOTIFY THE SCHOOL OFFICE RATHER THAN TEACHERS WHEN REPORTING ABSENCES.

Students are expected to be in school except in case of emergency, illness, or school approved absences.

Steps to follow when absent:

1. Parents should call the school on the first day the student misses. Please call before 8:30 a.m. or Safe Arrival procedures including a phone call will be put into place. A home visit could occur.
2. A doctor's statement may be required for an extended illness. (3days or more)
3. If your child cannot go out for recess or participate in P.E. a signed note stating the reason for being excused from P.E. or recess is required. This may also require a doctor's statement.
4. Make-up work is required when applicable. Sufficient notice should be given to the teacher when make-up work is required.
5. **Extended, planned absences should be communicated to the school office at least one week prior.** A meeting with school staff regarding a make-up work plan will need to be arranged prior to the extended absence. Direct instruction

cannot always be replicated; therefore, families are encouraged to schedule family vacations around the school calendar.

Tardiness

1. A student is tardy after 7:55.
2. Tardiness can apply to truancy policies and are counted as unexcused. *see EPS Code: JEDA
3. Students should report to the office when arriving late to receive a tardy pass.

Parents must sign in students who are tardy.

4. A request for an excused tardy must be made prior to the tardy.



COMPULSORY SCHOOL ATTENDANCE

EPS Code: JEA

See School Board Policy:

<http://go.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AVWNEF5DDADF>

TRUANCY

See School Board Policy:

<http://go.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AVWNEF5DDADF>

BLOOD BORNE PATHOGENS

EPS Code: JHCCA

<http://go.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AVWNEF5DDADF>

In accordance with the OSHA Blood Borne Pathogens Standard, 29 CUR 1910.1030, an exposure control plan has been adopted by the Board of Education. In this district, universal precautions shall be observed in order to prevent contact with blood or other potentially infectious materials. Gloves will be worn by staff when it is reasonably anticipated that the employee may have hand contact with blood or other potentially infectious

materials, mucous membrane, and non-intact skin, and when handling or touching contaminated items or surfaces. In this district, laundry belonging to students will be sent to the student's home whose blood is on the garment to be washed. Questions regarding this policy should be directed to the School Nurse.



STUDENT CONDUCT ON SCHOOL BUSES

EPS Code: JFCC

See School Board Policy:

<http://go.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AVXMCG5A26F1>

BUS RIDING PROCEDURES

All students who ride busses will be issued a Transportation Tag. Transportation Tags are color coded for each student to their assigned PM routes. The tag must be shown to the bus driver when boarding the bus. Students without Transportation Tags will not be permitted to ride the bus. To ensure safety of all students and accurate bus ridership accounting, all bus riders may have only one designated stop per year. Exceptional emergency situations may arise. Bus passes will be issued from the school office in these rare situations. Only students who are eligible for transportation will be permitted to ride busses. This includes students outside the 2-mile radius of the school, declared hazardous areas, and pay for in-town riders. For liability purposes, bus passes will not be issued for additional riders (i.e. birthday parties, etc...). Lamers Bus Lines (608-319-2284 ext 2) and the school office (935-3307, option 2 for DES) should be notified of all transportation needs or changes.

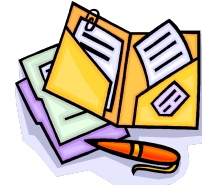


CODE OF CLASSROOM CONDUCT

EPS Code: JFC

See School Board Policy:

<http://go.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AVXLT5812FD>



COMMUNICATIONS

Occasionally your child will be asked to bring notes and messages home. "Take Home Folders" will be used for students to take home communications. Please read all materials in the folder and return the folder to school on the following day. Parents are encouraged to call the school whenever questions or concerns arise. Parent suggestions are welcome. To reduce waste, we will send home only 1 copy of school wide communications. This communication will be sent with the oldest student in the building. We will post communication on-line as well (<https://go.boarddocs.com/wi/dsd/Board.nsf/Public>)



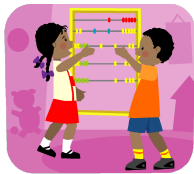
TEACHER/STUDENT/ PARENT COMPACT

The Teacher Review/Compact will be reviewed in class and signed by the classroom teacher. The compact will then be sent home with each student to be signed by his/her parents. This compact is an agreement that outlines how parents, the entire school staff, and students will share the responsibility for improved student

achievement and partnerships between home and school. Schools receiving Title I, Part A of the Elementary and Secondary Education Act federal grant funds are required to have compacts signed for each student who participates in Title I funded activities. Please take time to read the compact with your child and return to school.

DSD ALCOHOL AND OTHER DRUG PROGRAMS

The Dodgeville School District has ELP through twelfth grade alcohol, tobacco, and other drug (ATOD) related programs. Please contact the elementary guidance counselor, classroom teacher, or the principal if you have any questions or concerns.



EARLY LEARNING PROGRAM

(4 Year Old Program)

Children who turn 4 on or before September 1st in the Dodgeville School District are given the opportunity to participate in the 4 year old program. If you have a child or know of a child that will qualify for this program please contact us at 935-3307 option 2.



ELECTRONICS (Cell Phones, IPOD's/MP3's/Etc.)

Cell phones and all electronic players are to be turned off and left in student's lockers or backpacks once students enter the building. **All offenses will be cumulative.**

Should a student violate this expectation, the following consequences will be enacted:

First offense: The cell/player will be confiscated and turned into the office.

The student will have his/her phone/player returned to him/her at the end of the school day.

Second offense: The cell phone/player will be confiscated and turned into the office. A parent or guardian may pick the cell phone/player up from the principal at the end of the school day.

Third offense: The cell phone/player will be confiscated and turned into the office. The student will be asked to turn in his/her cell phone/electronic device to the office upon entering the building **each** day; the principal will then hold onto the item until the end of the school day. The alternative to this option, used in the event that the student refuses to comply with above consequences: the student 1) loses his/her cell phone/electronic device for the rest of the school year or 2) parents keep cell phone/electronic device at home.



EMERGENCY DRILLS

The safety of your child is one of our greatest concerns. The school holds regular drills to teach pupils to respond calmly in the event of an emergency. Safety plans are posted inside the door of each classroom.



EMERGENCY NOTIFICATION

Emergency Information: Each family will be asked to provide emergency information for each child. Emergency notification information is located on the student's registration form. **This information is extremely important as it is our only way of finding you in an emergency.** We refer to this information when there is an

emergency or illness involving your child.

Please keep the office advised of any change in home, business, and emergency contact telephone numbers, including unlisted numbers.

This is extremely important should your child become ill during school hours. On the registration form, you will be asked to provide the school with the names and telephone numbers of at least two neighbors or **nearby** relatives who can be called in the event we are unable to contact you personally. Hopefully, it will never be necessary to make such a call, but it is best to be prepared for any emergency.



END OF DAY CHANGES

Please call the DES office by 2:30pm (1:30pm on Wednesdays) with changes to your child's after school plans. Messages received after this time cannot be assured delivery. Please do NOT email teachers with end of day changes; notifications must come through the school office.

NOTICE OF RIGHTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and

notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under

the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office,
U. S. Department of Education,
400 Maryland Avenue, SW,
Washington, DC 20202-4605.

DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Dodgeville School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Dodgeville School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Dodgeville School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and

- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories: names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.)

NOTICE IS HEREBY GIVEN

that the **Dodgeville School District** has designated the following types of information pertaining to students to be "directory information" which will be made publicly available:

Student's name, address and telephone listing

Student's electronic mail address

Grade level attended

Date and place of birth

Major field of study

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

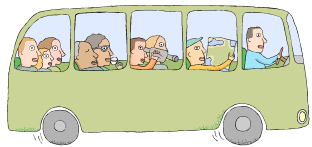
Dates of attendance

Photographs

Degrees, honors, and awards received

The most recent educational agency or institution

If you do not want Dodgeville School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15th.



FIELD TRIP GUIDELINES

Selection of parent chaperones for field trips will be as follows:

1. All parents will be informed of any upcoming field trips and given the opportunity to volunteer to accompany the class.
2. All chaperones will be asked to complete a Chaperone Compact.

(<http://go.boarddocs.com/wi/dsd/Board.nsf/go?open&id=AVS2667784B8>)

TRAVEL POLICY

EPS Code: IICA

See School Board Policy:

(<http://go.boarddocs.com/wi/dsd/Board.nsf/go?open&id=AVS2667784B8>)

HARASSMENT and BULLYING OF STUDENTS

EPS Code: JFCF

See School Board Policy:

(<http://go.boarddocs.com/wi/dsd/Board.nsf/go?open&id=AVXMW65CFFC3>)

See pages 15-22 for additional information.



HEALTH SERVICES

The school nurse is responsible for the entire school district. The nurse evaluates students with possible health problems/concerns who are referred by teachers, parents, or the students themselves. Screenings that are completed during the school year are: hearing (ELP-3rd grade) and vision (ELP-4th grade). If you have a concern about your child's hearing or vision please contact the school nurse. The nurse will screen at that time. Head lice checks are done on an as needed basis. **The school nurse is not allowed to diagnose or treat illness.** If a child becomes ill or is injured at school, parents will be notified as soon as possible. **Please make sure the emergency numbers the school has on file are current.**

State law requires dispensing of medication by school personnel only are done when the following steps have been completed:

- A Drug Administration Consent form is completed by the parent for over the counter medication.
- If the medication is prescription, the **signature of the doctor** is also needed on the consent form along with written instructions.
- The medication must be in the **original container.**
- It is the **responsibility of the student**, if appropriate, **not the school personnel**, to get his/her drug at the designated time.

When Should I Keep My Child Home From School Because of Illness?

Children can become sick quickly. You should be aware of signs and symptoms of an illness and not send your child to school if any of the following symptoms or illnesses are noted. School is not a place where children can easily rest if they are not feeling well. Also an illness may be passed to others and spread rapidly in the school environment.

Please keep your child at home and seek your medical provider's advice for:

- *Fever-of 100° F or higher when taken under the arm, 101°F taken by mouth, or 102° F if taken rectally
- *Sore throat that is not due to allergy and is accompanied by a fever and swollen glands under the chin or behind the ears
- *Vomiting
- *Diarrhea-runny, watery, or bloody stools
- *Earache
- *Irritability or confusion accompanied by fever, vomiting, earache, or diarrhea
- *Body rash with a fever
- *Eye discharge-thick mucus or pus draining from the eye or pink eyes
- *Yellowish skin or eyes
- *Chicken pox-until the lesions (sores) are all scabbed over and the child is no longer feeling ill (7 days after the beginning of the rash)
- *Head lice-until after the treatment has been completed. This includes removing the nits (eggs) with a special comb or your fingers and having clean clothes put on.

Definitely See Your Child's Doctor If:

- *A skin rash appears mysteriously or a skin lesion looks like ringworm or scabies. Both pass to others and both need a prescription from your health care provider to treat the condition.
- *Your child complains frequently of a headache or has other symptoms such as a fever, nausea, vomiting, complaining about vision, has a recent head injury or complains of a headache that continues for two weeks or longer.

Children need to be well rested and eat regular meals to function well at school. Many complaints of not feeling well are related to lack of rest. This is not a reason to keep the child home from school. Making sure there is a regular bedtime that allows for at least 8 to 9 hours of sleep will reduce this problem.



HOT LUNCH PAYMENT

Payment is made to a family account. Payment for hot lunch **must be made prior to the week** a student participates. A **one day** grace period will be allowed for payment. Parents will be notified that payment is due. **If the account balance exceeds negative \$20.00, the students will no longer be able to charge on their accounts.** All further purchases (milks, breakfasts, lunches) will be on a “cash in the account” basis, until the arrears are paid in full. Infinite Campus Family Access is available to all families. Passwords will be issued per parent request. Please call the office with any questions.



HOT LUNCH PROGRAM

Free/Reduced Lunch: Information about free and reduced hot lunch will be distributed to each family at registration. The application form needs to be filled out as soon as possible and returned to the office in order to qualify for the free or reduced lunch program.

Leaving School at Lunchtime: All students are expected to stay at school for lunch. Hot lunch may be purchased or a sack lunch may be brought from home. Milk will also be available for purchase.

If you plan on coming to the school to eat lunch with your child, please contact the school office by 8:00 am on the morning of the day you plan on visiting. Also please indicate if you will be eating a school-provided lunch to ensure that the correct number of meals can be ordered and how the meal will be paid (cash when you

arrive – exact change only please, or taken out of the child’s lunch account).

Breakfast: A breakfast program is available at both Elementary Schools. Breakfast will be served from 7:15-7:50 a.m. at Dodgeville Elementary School.



IMMUNIZATIONS

Wisconsin State Immunization Law requires that all children in private and public school must be immunized against certain diseases. State Immunization Law requires all students to have written evidence of immunization within 30 days of school. The current age/grade specific requirements are available from schools and local Health Departments. Parents who have personal or religious reasons for not having their children immunized may sign a waiver to this effect in the school office. Students who do not have shots or a personal statement on file can be excluded for school. Parents can also be fined \$25.00 a day for violating the law.



INDOOR/OUTDOOR RECESS

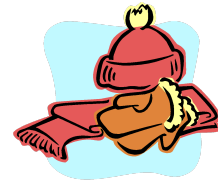
We will use the wind chill index from the Weatherbug website. A formula will be used by the school secretary to determine indoor or outdoor recess (if the air temperature or wind chill is below 0 degrees F, recess will be indoors). If no announcement is made, we can assume it is an outdoor recess.

LOCKER ROOM PRIVACY

EPS Code: ECAD

See School Board Policy:

<http://go.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AVS2667784B8>



LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with the child’s name. Found articles are turned into the school’s lost and found. Unlabeled or unclaimed property is turned over to a welfare agency twice a year.



LOVING & CARING / A FOSTER GRANDPARENT

When available, the district utilizes the services of the Foster Grandparent Program. Southwest Community Action sponsors the selection of adults age 60 and above who participate four hours per day five days a week. The Grandparents help the children develop healthy social and physical skills by person to person nurturing and guidance. The Foster Grandparent Program allows the older citizens a greater role in the community and an avenue for services within our school. The presence of the Grandparents greatly enhances the other areas of our curriculum. The children are on the receiving end, but the elderly benefit too.



NEWSLETTERS

The **Dodgeville Elementary Newsletter** will be available to each family near the last day of each month. These newsletters are an important communication with all the monthly school activities, lunch menu information, and school news. We have extra copies available in the school offices, and the newsletters are also available on the schools' websites. A notice will be sent through Infinite Campus when the newsletter is available online with a link to the newsletter page on the website. If you indicated at registration that you would like to have a hard copy sent home, one copy will be sent home with the oldest child enrolled at the school.



PARENT INVOLVEMENT

EPS Code: ABA

See School Board Policy:

<http://go.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AU83DF7399CC>



PARENT/TEACHER CONFERENCES

Conferences will be held in the first and second semesters of the school year.

Conferences give parents and teacher an opportunity to discuss each individual child and to develop a better understanding of the child and

the school program. Conferences are encouraged whenever a parent or teacher feels one is necessary. Please feel free to make an appointment at any time you are concerned. The teachers are willing to meet with you. Dates for Parent/Teacher conferences for 2020-21 will be released shortly after the beginning of the school year. Additional conferences can be held upon request.



PARENTS' RIGHTS TO STUDENT RECORDS

Parents have access to their children's records. School employees respect the privacy of student's records and recognize that only important factual information should be included in permanent records. The information which can be made available to people outside the district is limited. Information may not be given without written permission of the parent/guardian of the student. This policy is in compliance with the Family Education Rights and Privacy Act of 1974.

See School Board Policy:

<http://go.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AVZNL5F6A49>



PHYSICAL AND DENTAL EXAMS

Kindergarten students are recommended to have physical and dental examinations before entering school in the fall. Forms must be completed and turned into the office on the first day of school or the office must be notified on the first day of school that an appointment has

already been made. Additional forms are available in the office if needed.



PHYSICAL EDUCATION

Attendance: Physical Education is required for all students. A student who is temporarily ill may be excused from physical education if the student has a written excuse signed by the student's parent/guardian or doctor. If the teacher feels that the student is not able to participate, he/she may be excused from physical education.

Equipment and Clothing: All students are required to wear tennis shoes during physical education class. It is recommended that students keep a pair of tennis shoes at school for daily PE classes.



PROGRAM OR CURRICULUM MODIFICATIONS

PARENT RIGHTS AND DISTRICT PROGRAMS/ACTIVITIES

EPS Code: IFF

See School Board Policy:

<http://go.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AVRPJT5EA871>

PARENT INVOLVEMENT POLICY

EPS Code: ABA



PROGRESS REPORTS & REPORT CARDS

We feel the evaluation of student achievement is one of the most important functions of our school. Students receive a report card at the end of each nine-week grading period. There are four grading periods during the year. Please sign the report card envelope and return it. Please call us or come in to see us at any time if you have a concern about your child's progress.

Progress reports will be given to parents of students in ELP through fourth grade in the sixth & tenth week of each grading period. The Progress Reports are an attempt on the school's part to keep parent's better informed of their child's progress in school. If you have any questions, please call your child's school.

PROMOTION OF FOURTH AND EIGHTH GRADE STUDENTS

EPS Code: IKEA

See School Board Policy:

<http://go.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AVW2K702843B>

PUBLIC AND PARENT ADVOCACY

EPS Code: KL

See School Board Policy:

<http://go.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AVZRWD6F6F60>



RIGHT TO RECEIVE TEACHER INFORMATION

Federal law requires that we share with you the qualifications of teachers in the Dodgeville School District. There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? If so, what are their qualifications?
- All teachers have at least a bachelor's degree in Dodgeville Elementary School, and 21 have advanced degrees. In addition all of the teachers in the Dodgeville Elementary School will be fully licensed for their assignment. If you want to see the state qualification for your child's teacher you may ask us or find it on the D.P.I. website at www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html.

In addition, our instructional aides have completed the necessary coursework for this position. If you would like more information contact Dodgeville Elementary School at (608) 935-3307 option 2.



SCHOOL DISTRICT POLICIES

A copy of all school district policies for previewing is available in the Principal's office or the DSD website: <https://go.boarddocs.com/wi/dsd/Board.nsf/Public#>

SCHOOL DRESS

There is a special concern about students' dress and grooming as it influences the health and safety of students as well as the learning process. The school has no formal dress code but expects students to **remove headwear (including caps, bandanas, hats, or hoods) or wheeled shoes** in the school during normal school hours. Shorts should be longer than a child's fingertips and straps should be covered by tank tops. A student may be asked to change any clothing which is deemed inappropriate or disruptive by school officials. Examples include: apparel with alcohol, drugs, profanity, or suggestive behaviors. Face coverings will be allowed or possibly even required during a time of public health crisis.



SCHOOL GUIDELINES

We have high expectations for our students. These expectations are designed to promote a positive learning environment at Dodgeville Elementary School. We understand that expectations need to be taught, reinforced, and evaluated throughout the year. The following is a list of expected student behaviors:

1. I am kind
2. I am safe
3. I am ready to learn

Additional Guidelines:

- No pets allowed on school grounds unless prior approval has been obtained from the office.
- No balloon, flower, or gift deliveries at school please.
- Please do not send birthday invitations to school to be handed out. Please see the school directory for student addresses instead.

SCHOOL LUNCH PAYMENT POLICY

EPS Code: EFF

In accordance with directives of the USDA and the federally subsidized National School Lunch Program and School Breakfast Program. Parents and guardians must plan for their child to have sufficient access to food at school on each school day and must actively monitor and manage their child's school food service account. In order to help parents and guardians meet these responsibilities and to ensure that school families are reasonably informed about the food service options that are available to students, the District has established the following guidelines regarding food service charges and student access to food at school.

A student will always be permitted to select and receive one of the standard school meal options if either of the following apply:

- a. The District has determined that the student is currently eligible to receive free meals at school; or
- b. The student has sufficient prepaid funds in his/her food service account, or enough money in hand, to pay for the meal on the day the meal is purchased.

If a student's account balance exceeds negative \$20.00, food service staff will contact the building administrators, who will work with the family to seek a remedy. If a balance exceeds negative \$40.00, students will no longer be able to charge on their accounts. All further purchases will be on a "cash on account" basis. Students are not permitted to charge a la carte items at any time.

Students who are denied a full meal due to insufficient funds in their account will be offered an alternate meal. Students may be denied this substitute meal if it is determined by building administration that they are abusing the privilege. Prior to the denial of this access, the school lunch

program will make attempts to contact the parents to indicate the need for a resolution.

This policy will be communicated in the Student Handbook of each school in the district. Adopted: 07/10/17

SEARCH AND SEIZURES

School teachers and administrators have an interest in the health and safety of others, the maintenance of order, protecting school property, the property of students and staff, and the right and duty to secure this "interest" by means of reasonable searches and seizures. Searches and seizures by school personnel may take place anywhere on school property. (This includes desks/lockers, a student's person, purse, duffle bag, and backpack.) Searches and seizures by school personnel may take place at a school-sponsored activity which is held off of school grounds. Law enforcement officials, when involved in searches and seizures on school property, will work in conjunction with school officials. The legal standard for searches and seizures for school personnel and law enforcement officials on school property (including the parking lot) is "reasonable grounds." Strip searches are prohibited by Wisconsin State Statute by school officials on school property or elsewhere. The use of dogs to sniff objects on school property may occur at any time without prior notice. School officials may search a student's locker without the consent of the student, without notifying the student, and without obtaining a search warrant. Any search conducted by school officials will be documented. Any items which are seized during a search by school personnel will be safeguarded until a determination is made for the disposition of those items. Students found guilty of being in possession of illegal substances (e.g. tobacco, alcohol, drugs, etc.) or found to be in possession of stolen property or merchandise will be subject to the disciplinary consequences of the school and referred to the Police/Courts. Parental cooperation in the implementation of search and

seizures is a priority of the school board and school personnel.



SEVERE WEATHER/ EARLY DISMISSAL

School will be in session unless the weather makes it dangerous for school buses to run. On doubtful mornings, the local radio stations and school website (www.dsd.k12.wi.us), will announce the school district decision no later than 6:30 a.m. If during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, each local radio and television station will be notified. If the procedures will be different than normal for your child, parents need to discuss in advance with their child what to do in case school is dismissed early. Dismissal information is to be filled out on the back of registration. We will review this information with your child prior to early dismissal. Remember, information on early dismissals will be carried by several radio stations including WDMP (FM 99.3/AM 810). An email will also be sent out through Infinite Campus for those who have valid email addresses on file, and a text message alert will be sent through Class Tag to those who have registered for that service. We will not be able to phone families before children are dismissed. Children without this form on file will be required to stay at school until parents can be contacted to make suitable arrangements.

BRIDGING BRIGHTER SMILES

Students will have the opportunity to be a part of the Bridging Brighter Smiles dental program if their parents choose. Bridging Brighter Smiles partners with local communities for the long-term total health and well-being of its children.

STUDENT DEPARTURE FROM SCHOOL DAY

During the school day:

Children who must leave school grounds during the school day must be signed out in the office by a parent. No child will be allowed to leave school grounds during the school day with someone other than a parent **without written permission from the parent.** The written permission slip must be given to the principal or an administrative assistant. We hope that procedures such as this one further ensure children's safety at our schools.

After the school day:

To help us ensure safety during dismissal, we are asking parents who are picking up children to wait until students are dismissed before entering the building after 3:20 p.m. Extra adults in hallways during dismissal can be a safety concern. If a student needs to be checked out prior to dismissal, parents need to stop in the office to sign the child out. Students will be called to the office. We ask that this practice be an exception.



TELEPHONE

The school telephone is for business calls only. Necessary plans should be made with children before they leave home in the morning. If you wish to speak with a teacher, leave your number, and she/he will return your call as soon as possible. Messages from parents will be given to students. Classes will not be interrupted for phone messages except for in emergency cases only.



VISITORS AND GUESTS

The school policy is to accept only visitors who have legitimate business to attend school. All doors will be locked throughout the day. Visitors need to ring the doorbell at the main entrance for access at each building.

Guests and visitors must check in with the office secretary and receive a visitor's badge. Visitors are expected to comply with all school rules, including the use of cell phones to take pictures of other children. Student visitors must be accompanied by an adult.

EPS Code: KK

See School Board Policy:

<http://go.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AVZRT56EC611>



WELLNESS POLICY

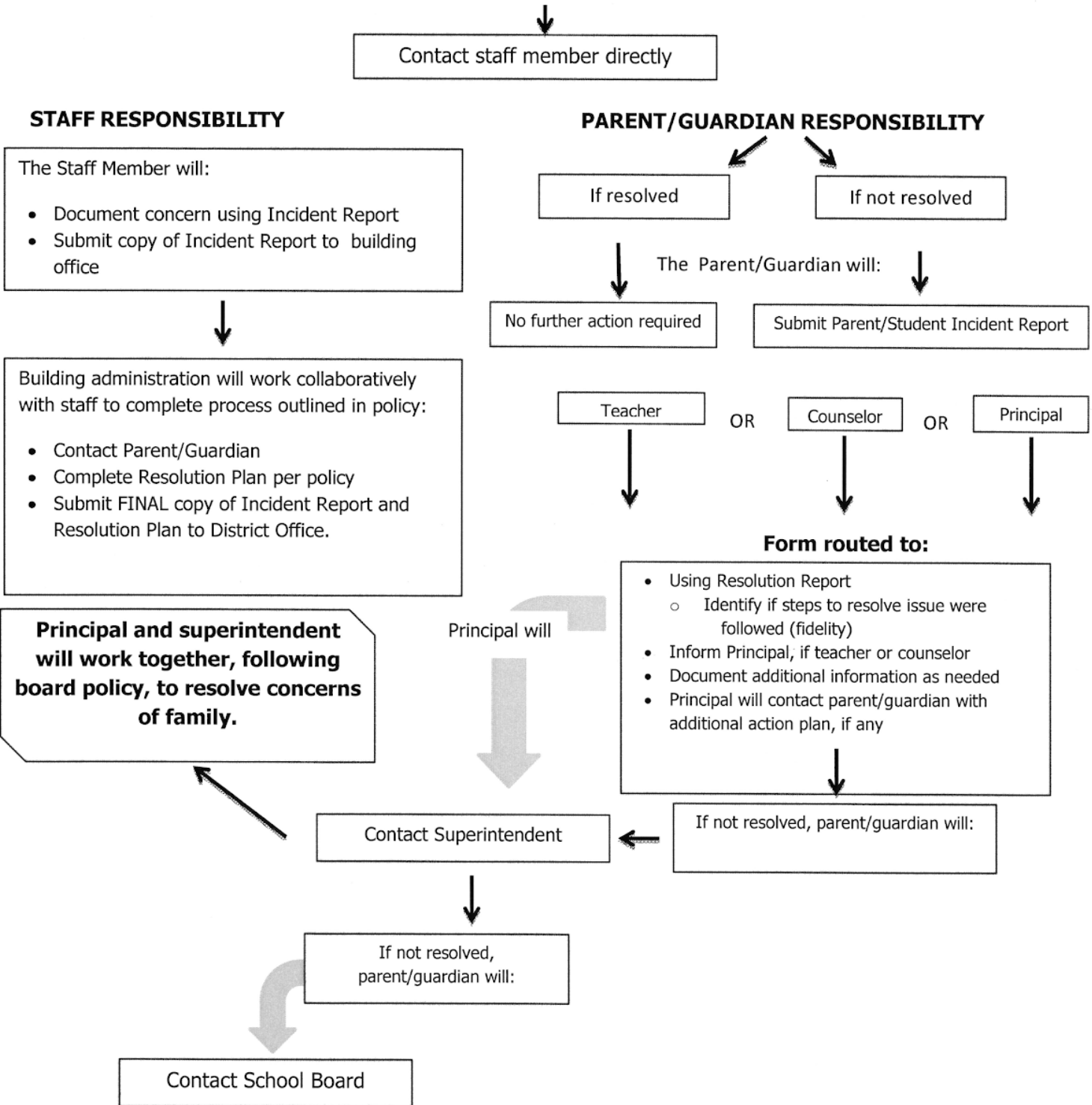
The Dodgeville School District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. Through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that all children are included. More information on the policy can be found on our district website <https://go.boarddocs.com/wi/dsd/Board.nsf/Public> or by contacting the school nurse, Ann Jenkins, at ajenkins@draschools.org

HARASSMENT and BULLYING OF STUDENTS

Complaint Procedure

PARENT/STUDENT

who have concern



All forms can be found on district website or copies can be requested in the office of each building.

HARASSMENT and BULLYING OF STUDENTS

Parent/Student Complaint Record

(Resolution Report)

The following steps were taken to resolve the situation:

- meeting with your child and teacher on date:
- meeting with your child and other student(s) identified on date:
- mediation scheduled with counselor on date:
- referred to counselor on date:
- referred to principal on date:

Parent contacted:

Date:

Phone Email Conference

Record of conversation:

Next Steps:

Final Resolution/Plan:

Incident Substantiated

Incident Unsubstantiated

Parent signature: _____ **Date:** _____

Staff signature: _____ **Date:** _____

PUBLIC AND PARENT ADVOCACY

Parent/Student Complaint Record

(Parent Record)

Parent's Name: Daytime Phone:

Copy to Parent; Date:

Student's Name:

Copy to Principal; Date:

Date of Incident:

Other documents attached

Please write a brief description of the incident:

Has this incident been reported to anyone else? _____
Name & Position

What remedy do you seek to this complaint?

Parent signature: _____ **Date:** _____

Student signature: _____ **Date:** _____

Received by: _____ **Date:** _____

The student/parent should receive a copy of this report at filing.

Routed to: Teacher Counselor Principal

By: _____ **Date:** _____

Parent/Student Complaint Record

(Parent Record)

The following steps were taken to resolve the situation:

- meeting with your child and teacher on date:
- meeting with your child and other student(s) identified on date:
- mediation scheduled with counselor on date:
- referred to counselor on date:
- referred to principal on date:

Parent contacted:

Date:

Phone Email Conference

Record of conversation:

Next Steps:

Final Resolution/Plan:

Parent signature: _____ **Date:** _____

Staff signature: _____ **Date:** _____

Dodgeville Public Schools District Calendar 2020-21

July, 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August, 2020	
24-25	New Staff
26-27	Pre-Service
September, 2020	
1	First Day of Classes
7	Labor Day - No School

January, 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August, 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October, 2020	
23	No School
November, 2020	
4	Last Day 1st Quarter
26-27	Vacation Days - No School (Thanksgiving)
December, 2020	
12/24-1/3	No School - Holiday Break

February, 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

September, 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

January, 2021	
4	School Resumes
19	End of First Semester
22	Professional Development Day - NO School
February, 2021	

March 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October, 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March, 2021	
24	End of Third Quarter
29-31	Spring Break
April, 2021	
1,2,5	Spring Break

April, 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November, 2020						
S	M	T	W	Th	F	S
						1
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May, 2021	
30	Graduation
31	Memorial Day
June, 2021	
4	Last Day for Students

P/T Conferences scheduled 15 hours each bldg.
 One evening of parent orientation schedule per bldg.
 PD Days August 26-27, January 22
 School is dismissed at 2:00 on Wednesday for PD
 June 4 is a half day for students

May, 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December, 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Teacher Contract Days Beyond Student Days
 (2) Parent conference days
 (2) Pre-service days - August 26-27
 (2) Paid Holidays (Labor Day and Memorial Day)
 (1) Work/Inservice at end of semester

June, 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



Chromebook 1:1 - Student Information and Procedures Agreement

Updated: August 11, 2020

Introduction

The Dodgeville School District is proud to be able to offer the students in the district full access to technology both at school and at home for educational purposes through our 1:1 Chromebook initiative. However, with this right to use the Chromebook comes with certain responsibilities for our students. The Chromebook device is property of the Dodgeville School District. Its function will be to provide each student access to required educational materials needed for them to be successful during their time in the district and beyond. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites.

In using the device, our students are also committed to following the guidelines of the District's Electronic Information & Communication Systems Use Policy

(<https://go.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AVHW5476F6AB>)

1. Receipt and Return of Your Chromebook

Chromebook Receipt

- Prior to being able to take their Chromebooks home, parents/guardians must agree within the Infinite Campus registration module to the Chromebook Agreement terms.

Chromebook Return

- Individual school Chromebooks and accessories will be reviewed and inventoried at the end of each school year / end of summer learning program, to determine any damage or need for servicing.
- Students who graduate, withdraw or terminate enrollment at Dodgeville School District must return their Chromebook by the date of termination. Pending building administrator determination, students who are suspended or expelled may also be asked to return their Chromebook.
- When returned, the Chromebook and power cable must be returned in satisfactory condition. If the Chromebook needs repairs that are not covered under accidental damage insurance (parent-purchased in grades 3-12, district-covered in grades ELP-2), an additional repair fee may be charged not exceeding the replacement cost of the Chromebook (approximately \$250.00).
- Additionally, if a student transfers out of the Dodgeville District during the school year, their Chromebook and charger need to be returned at that time.

2. Chromebook Fees and Repairs

Optional Insurance: Families of students in grades 3-12 are encouraged to purchase accidental damage protection insurance coverage for the Chromebook through the district at a very affordable annual rate (grades ELP-2 are currently covered by an accidental damage warranty). For more information, see the last pages of this document. *If you are unable to pay this amount, please contact the office of your child's school to be considered for a scholarship to cover the cost of this protection.*

- If participating in in-person instruction, please report all Chromebook problems to the school's Library Media Center. If attending virtually, please contact the district's Technology Team.

- If the device needs to be repaired or seen by a technician, a member of the Dodgeville School District Technology Team or a representative of the opt-in insurance company (if insurance was purchased by the family) will perform all repairs. **Do not take the device to a repair service outside of school.** All requested repairs will be submitted through the Technology Department, who will determine the severity of the issue and assign it to the proper repair technician. Students will be assigned a loaner device. Once the repair is complete, the original device will be returned to the student.
- Chromebook and Charger Repair Costs: For families of students in grades 3-12 who opt out of insurance coverage, the student/parent/guardian **will be responsible for the charges associated with the repair.** Building Administrators and District Technology Staff will determine if the damage was intentional/due to negligence and calculate the cost of repairs. **Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.**

3. Use, Care and Maintenance for Your Chromebook

School Use

- Students must be responsible to bring their Chromebook to all classes, with the exception of physical education, unless specifically advised not to do so by their teacher.
- **Students are responsible for keeping the Chromebook battery charged for school each day and must charge their Chromebooks at home each evening. Power cords/chargers should be kept at home.**
- If students leave their Chromebook at home, they will be allowed to contact their parent/guardian to bring it to school. If unable to contact parents, the student will have the opportunity to use a loaner Chromebook from the Library Media Center if one is available and return it at the end of the day. Repeat violations of this policy may result in disciplinary action.
- Sound should be muted on the Chromebook unless school staff indicates otherwise. Students are responsible for bringing a pair of **earbuds/headphones** (part of the required school supply list) to school. These will be used at the teacher's discretion.

At-Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important at home as it is in school, so please follow the precautions outlined below.
- Transport your Chromebook in a book bag or case..
- School-district-supplied filtering will be provided for use with the Chromebook while at home. However, parents/guardians are still encouraged to monitor students' Internet use.
- Wi-Fi Access: Students will still be able to access Google Apps for Education applications in "offline" mode, but not most other Internet-based applications.

General Precautions

- The Chromebook is school property.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks and power cable must remain free of any writing, drawing, stickers, or labels that are not the property of the Dodgeville School District. Properly-fitting Chromebook cases are allowed.
- Chromebooks should have an identifying Dodgeville School District School sticker on them at all times, and this sticker should not be removed or altered in any way. Also, removal of the device's serial number sticker may result in disciplinary action.

- **Chromebooks should not be left in an unattended area.** Unsupervised areas include but not limited to: the school grounds and campus, the cafeteria, computer labs, locker rooms, LMC, bathrooms and hallways. Any Chromebook left in these areas is in danger of being stolen. If an unsupervised Chromebook is found, notify a staff member immediately. Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.
- Do not leave the Chromebook in a vehicle for an extended period of time or overnight.

Screen Care: *The Chromebook screens can be easily damaged!* Follow these precautions:

- Only use a clean, dry, soft cloth to clean the screen. Do not use cleansers of any type.
- Screens are sensitive to damage from pressure, extreme heat and cold temperatures.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, etc.).
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything near the Chromebook that could put pressure on the screen.

Transporting the Chromebook

- Transport Chromebooks with care. These guidelines should be followed:
 - Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
 - Keep the Chromebook closed when in transit from one location to another.
 - Never transport your Chromebook with the power cord plugged in.
 - Never store your Chromebook in a carry case or backpack while plugged in.
 - Limit the number of items carried within a backpack or carrying case in addition to the Chromebook. Pressure to the Chromebook screen may result in damage.

Other Acceptable Use Guidelines

- When using the Chromebook, students must follow the guidelines as outlined in this agreement as well as the District's **Electronic Information & Communication Systems Use Policy** (<https://go.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AVHW5476F6AB>)
- Students are only allowed to log into their Chromebook using their own Dodgeville school district Google Apps for Education (draschools.org) account.
- Do not download or install apps other than those approved by the district.
- Students should never share account information with anyone.
- Deliberate attempts to circumvent the district's Internet content filters on- or off-campus is not allowed.
- Cyberbullying will not be tolerated.
- Inappropriate media may not be used on the device as a screensaver or background.
- Intentionally putting inappropriate language, pictures, or symbols on the device is not acceptable.

Students who do not follow the guidelines as outlined may be subject to disciplinary action, as determined by building administrators. This can include, but is not limited, to revocation of network access privileges, confiscation of student Chromebook and other school discipline procedures.

Parent/Guardian Chromebook Agreement

Parent/Guardian agrees to each statement below before your child receives a device:

- I understand that I will be responsible for any damages to the device outside of manufacturer defects-- via accidental damage insurance (purchased in grades 3-12, district-covered in grades ELP-2) or by paying directly for the cost of repairs.
- If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the school by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
- I understand that students and parents/guardians will be responsible for covering repairs to the Chromebook outside of accidental damage protection or intentional damage to the device (e.g. vandalism, power cord damage or loss). Grades 3-12: If I have opted out of Chromebook Protection service, I understand I will be responsible for directly paying for the total costs necessary to repair the device (from approximately \$25 to \$250).
- If the replacement of a device is necessary, the district must be reimbursed for an exact manufacturer/model type of the device initially issued (approximately \$250).
- I will ensure that my child complies with the **Chromebook 1:1 Student Procedures and Information Agreement** and its guidelines as well as the District's **Electronic Information & Communication Systems Use Policy**. I understand that any failure to comply may terminate in my child's rights of possession effectively immediately and the school may repossess the property. Legal title to the Chromebook is Dodgeville School District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement.
- My child's right of use and possession regarding the property terminates no later than the last day of classes during the school year / summer learning program, unless earlier terminated by the School District or upon student withdrawal from Dodgeville School District. My failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

Dodgeville School District Chromebook Protection Service: Grades 3-12

What is the Chromebook Protection Service program?

The Chrome Care Warranty/Accidental Damage Protection Service is being offered by the Dodgeville School District. This coverage will protect you in the event that a school issued device is damaged due to drops, surges and breakage. If enrolled, this coverage starts when the payment is made and ends on the last day of summer vacation. It is highly recommended that students opt into this service.

What **IS** Covered? Unintentional damages such as:

- Drops, falls, and other collisions
- Electrical surge
- Damaged or broken LCD due to a drop/fall/pressure
- Accidental breakage (multiple pieces)
- Liquid spilled on or in unit

Repair or replacement of device is up to the discretion of the District Technology Department.

What is **NOT** Covered?

- Damage caused by intentional acts, fire, theft or loss.
- Intentional damage / vandalism (user responsible)
- **Power cord damage or loss** (user responsible)
- Loss of keys from keyboard (user responsible)
- Normal wear -- (does not affect system performance) (user responsible)

How much does this protection service cost?

- **\$25 per student** to enroll in the program, payable at your child's school building.
- **If you are unable to pay this amount, please contact the office of your child's school to be considered for a scholarship to cover the cost of this protection.**
- **Or, if you are willing to sponsor coverage for other students, please contact the office of your child's school.**

- If you accept, **PAYMENT MUST BE MADE AT THE TIME ACCEPTANCE**. If no payment has been made, it will be understood that you have **opted out** of damage protection.

- If you decline the Chromebook Protection Service program, you agree to be **responsible for paying for the repairs** due to any damage to my child's Chromebook, intentional or accidental, not to exceed the cost of \$250.

Dodgeville Elementary School Handbook Acceptance

____ I have read the Student Handbook and will return the bottom portion of this form stating that I have done so. **Failure to read this information will not be accepted as a valid excuse for non-compliance!**

All parents must return the bottom portion of this form!

Handbook Parent Acceptance Form

I have read the Student Handbook. I understand that failure to read this information will not be accepted as a valid excuse for non-compliance.

(Student's Name)

(Student's Name)

(Student's Name)

(Student's Name)

(Student's Name)